BADM 310: Management and Organizational Behavior (3 Credit Hours)
Winter 2014/2015– Online section

Professor: Dr. Shahbaz Shabbir Gill

Online Office Hours: Visit weekly agenda in Compass

E-Mail:
1. Please use Class Discussion Forum for all your questions
2. Course Instructor and Course TA: BADM310online@gmail.com
   Use only for emergencies and confidential questions which you do not want to share in class discussion forum.

COURSE DESCRIPTION:

This course introduces a broad range of topics in management and organizational behavior. Some topics we cover are motivation, leadership, teams, organizational culture, organizational structure, strategy, business ethics and entrepreneurship. The course is appropriate for business and non-business majors.

COURSE OBJECTIVES:

♦ To gain a basic understanding of individual behavior in organizations and of management – planning, controlling, leading and organizing.
♦ To develop a working vocabulary regarding these subjects and to become familiar with theories and concepts regarding them.
♦ To understand the application of course concepts to real world management and organizational behavior problems.

LEARNING OUTCOMES:

The learning outcomes of this course are as follows:

• Students will possess knowledge of management and organizational behavior terminology and of the foundational concepts of management and organizational behavior.
• Students will understand ethical issues often associated with organizational situations.
• Students will solve management problems, including but not limited to change management, leadership, and motivation.
• Students will develop an awareness of global & cultural differences in management and organizational behavior processes.
• Students will demonstrate critical thinking skills by analyzing management and organizational behavior situations, applying proper logic.
TEXT & REQUIRED MATERIALS:


You can also buy E-book: Students have the option to purchase online access to Connect Plus as they follow the registration process online. The registration process begins by students going to the Connect web address that was created for BA 310 course section. You can find that unique URL on your section home page in Compass with name “Connect

2. **Required** purchase of Harvard Business School Change Management Simulation. Instructions to be posted on Compass. Cost will be $12.50 To register for the simulation visit:

3. Broadband access to the Internet and your IL Compass account.

RESPONSIBILITIES OF STUDENTS

- For this BADM 310 class, a typical week begins on Monday and ends Sundays at midnight.
- All assignments are due on Sunday at 11:59 p.m. to be precise.
- The weekly agenda will highlight the student responsibilities for the week.
- Each week will have assigned reading(s) from the text. Read each chapter and use the LearnSmart exercises to learn the material well. Then, do the interactive exercises for the chapter to gain additional familiarity with the chapter concepts. Finally, take the post chapter quizzes.
- There may be other assignments such as point/counterpoint or discussions during a specific week. Please see Compass for details.
- Keep abreast of what is happening in the course. Do not feel intimidated. Ask for help, if (and when) you need it.
GRADING

Your final grade in this class will be determined by your performance on:

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<tr>
<th>Component</th>
<th>Points</th>
<th>%</th>
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<tbody>
<tr>
<td>1. Connect Interactive Activities</td>
<td>150</td>
<td>15</td>
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<td>2. Post-Chapter Quizzes</td>
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<td>3. Point/Counterpoint Discussions</td>
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<td>4. Change Management Simulation</td>
<td>150</td>
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<td>5a. Midterm exam</td>
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<td>15</td>
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<td>5b. Final exam</td>
<td>200</td>
<td>20</td>
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<td>6. Case Analysis Assignment</td>
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<td>Total</td>
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Final grades will be assigned strictly based on the following point scale. **NO FINAL GRADE WILL BE ROUNDED.**

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<th>A</th>
<th>B</th>
<th>C</th>
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<tr>
<td>930-1000 = A</td>
<td>875 - 899 = B+</td>
<td>775 - 799 = C+</td>
<td>675 - 699 = D+</td>
<td>&lt; 600 = F</td>
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<td>900 - 929 = A-</td>
<td>825 - 874 = B</td>
<td>725 - 774 = C</td>
<td>625 - 674 = D</td>
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<td>800 - 824 = B-</td>
<td>700 - 724 = C-</td>
<td>600 - 624 = D-</td>
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Grades will be accessible by password on IL Compass only. For your security, grades will not be provided by phone or email. Grades are **not negotiable.** Students with extenuating circumstances which require them to receive a certain grade or maintain a particular GPA (e.g., graduation, loss of a scholarship, University probation or suspension, loss of a job offer, revocation of student Visa, etc.) need to realize that they are responsible for working hard to achieve the needed class grade. Please ask for help if you see that you are falling short of the grade that you expect or need. We want students to succeed but you must know that we cannot make exceptions for individual students. Grades can be changed only if I have made an input or calculation error. It is important that you check your class grades and immediately notify me of any discrepancies.

Grading Components

1. **Connect Interactive Activities**

The “Connect” software assignments include two to four small interactive exercises for each chapter. Some of these are “drag and drop” exercises which amount to a matching game where you connect a specific situation with a chapter concept. Others are video exercises in which you answer multiple choice questions at several points during a video that emphasizes chapter concepts, and then answer some concept check questions at the end. The pedagogical purpose of these exercises is to help you become familiar with applying the chapter concepts that you have read about. Please do not confuse Connect activities with post quizzes, it is a different assignment and contains its own points.
2. **Post-Chapter quizzes**

Throughout the semester, 13 online quizzes covering textbook material from a particular chapter will be required. Usually there will be two of these each week. Each quiz will cover material from specific chapters of the book plus questions from the video lectures. The pedagogical purpose of these quizzes is to ensure that you have read and understood the textbook chapters. Students will have 40 minutes to complete the 10 to 20 question quizzes once they begin. You have to complete it within these 40 minutes; you cannot save and resume your quiz afterward. Some quizzes may carry more points than others.

3. **Point/Counterpoint discussion**

During the semester, there will be a PCP exercises that aim to get your thoughtful opinion or reaction to some of the relevant topics discussed in the semester. Typically it will involve interactive video exercise or video clip from popular films. There is 1 Point/Counterpoint activity and you will be required to participate in this PCP exercises through discussion forum. The exercise provide an opportunity for you to apply the course concepts in a rich context.

In a discussion forum where students interact with each other by reading, or reacting to, thoughtful reactions of other students, they tend to teach themselves and tend to reach a deeper understanding of the concepts and ideas than they would have if they only read the text. In other words, we hope that the discussion forum will be an active learning experience for students.

4. **Harvard Change Management Simulation (CMS)**

All students will participate in a simulation of an organizational change initiative published through Harvard Business School publishing. The simulation challenges you to acquire support among your company’s management for an innovative idea. The simulation plays like a game, and we have found it very engaging. We hope that students find that simulation not only interesting, but a powerful learning experience where you see the results of effective and ineffective application of course concepts. You are required to purchase and register CMS before the end of week 1.

a. **Abbreviated Demonstration for Change Management Simulation (for practice only):**

In this free trial (short version for practice only) abbreviated demonstration, you will be able to submit three rounds of decisions. You can navigate through the Prepare, Analyze, and Decide tabs to review the various tools and information available to players. In the full version of the simulation, players have 96 weeks to convince a critical mass (15) of colleagues to adopt their change initiative.

To register and buy the CMS please visit:

**Simulation Grading.**

This assignment is worth 150 points and 15 % of your grade. To be graded, you will need to complete/play the Simulation and the Discussion part of this assignment in the forum. You will receive 50 points for your performance, 50 points for the participation in the Simulation. To get
performance points (50) you are required to convince at least 15 managers to adopt your change initiative in 96 weeks. You will receive 50 points for your performance in simulation discussion forum.

5. Exams

There will be two exams in the course. These will be timed exams. There will be one midterm exam and a final exam. The exams will consist of multiple-choice, open-ended and true/false questions from the text and other course activities. The details of the exams will be posted on the Compass website.

6. Case Analysis Assignment

This assignment requires you to write an individual review on ONE Case from the business press (BusinessWeek Cases selected from your textbook). The assignment will be three-pages long (minimum), 12 point font, single-spaced, and 1” margin an all sides. You will choose one case study from a list of cases that is found on the Compass website. To even out the grading workload for the semester, we have staggered the submission deadlines. The due date for your specific assignment will depend on the case that you have chosen (see schedule in Compass).

Please use the sign-up sheet to sign up for ONE of the case that may be of interest to you. Remember to sign up early if you wish to complete your assignment on a specific case. The write-up about the case must be submitted in a word document on the due date specified. NO LATE PAPERS will be accepted. Your submissions will be checked/tested through an anti-plagiarism software.

Although you will only be writing on ONE case, you are responsible for reading of ALL of these cases for the final exam in the course.

Case Analysis Assignment; format and content Instructions:

Please submit a Word document of 3 pages, single-spaced and typed in 12-point typeface. Follow memo format for the top of your paper:

To: The BA 310 Course Team
From: Student Name
Date: Date Due
RE: Name of the case
Please devote at least one full paragraph to each of the following:

1. Summarize the purpose/basic idea/core concept of this case. Describe the background of the situation/scenario or business that is the subject of the case; Provide information that creates the context for your analysis; Incorporate relevant facts about the company or situation derived from research outside the case you are analyzing; provide APA style citations for all sources of information.

2. Identify a key issue from the case that is relevant to course goals. Use your course concepts while analyzing this Issue/ case. Clearly identify and explain the core issue and basic problem discussed in this case.

3. You are required to answer “questions for discussion” given at the end of the case study. To answer these questions you can use information or data found in the case study, textbook chapter, other course materials and your own research.

4. If possible Offer alternative solutions and approaches to the problem. Using information or data found in the case study, textbook chapters, course materials and your own research. (Optional).

5. If possible critically assess the alternatives defined in section 4. Describe the implications and key steps for implementation of each alternative. Consider external and internal factors and other relevant trends. Once again, utilize course texts and other resources to enhance your assessment. (Optional).

Please follow these guidelines:

1. Please write your assignment in paragraph form, using topic sentences that help the me identify the question you are answering in each paragraph. Please do not number the paragraphs or reproduce the questions for the assignment.

2. If you feel you have answered the questions adequately in less than three pages, you may submit an assignment that is less than three pages. However, it is doubtful that you can do justice to this assignment with less than 2 pages of content.

3. Please number the pages in your document.

4. Please name your Word file as follows - YourFullName_caseName.doc(x). For example - JohnDoc_Dell's Do-Over.doc.

5. Submit your assignment in Compass 2g.

Student Roster

Each student is required to complete the Student Roster or Class Roster. You are required to add a wiki page to this roster with a little information about yourself. Instructions for how to do this assignment can be found in the weekly module for the week one.
A NOTE ABOUT EMERGENCIES AND EXAM DATES:

In order to be as fair as possible to everyone in the class, deadlines will be strictly enforced, regardless of personal emergencies, technical problems, etc. You will have plenty of time to complete exams, chapter quizzes, online component quizzes, so please **DO NOT** wait until the last minute. If you wait until the deadline, issues such as illness or problems with the University server might make it impossible for you to complete the assignments.

**Important Point for all the quizzes and exams**

Occasionally, IL Compass may not record your submission because of a wireless or faulty connection. If this happens to you, let us know no later than a week after you take the quiz. If you want to make sure that your quiz was recorded go to the quiz in IL Compass and click on “View Submission”. If you don’t see that button in the quiz, it means it was not submitted properly.

**STATUTE OF LIMITATIONS:**

Exam grades, quiz grades, extra credit and final grades are non-negotiable and final. Grades will only be changed if the grade results from a mathematical or record-keeping error. It is important that each student frequently checks their class grades and immediately notifies the instructor of any discrepancies that have been discovered. After the posting of grades, you will have one week to notify the instructor about any grading issues or errors. After this time period, no corrections or recalculations will be made.

**CLASS POLICIES:**

♦ **Policy on academic misconduct:** Illinois is committed to a policy of honesty in academics. Conduct compromising this policy will result in academic and/or disciplinary action. Cheating and plagiarism are violations of student academic behavior standards. Any student who violates or knowingly helps another student violate academic behavioral standards will be pursued through the Office of the Dean of the College of Business Administration and through the Dean of Students at UI. (Source: The Student Handbook). In particular, all work you submit in this class must be your own, original work or that of your team. The standard penalty for any instance of academic dishonesty is an ‘F’ for the course. **Your submission will be checked/tested through an anti-plagiarism software.**

**SPECIAL NEEDS:**

The University of Illinois is committed to providing reasonable accommodations for students with disabilities in order to allow for equal learning opportunities. If you need such accommodations, please contact Disability Resources and Educational Services at (217) 333-1970. Also, if you are likely to have religious obligations that will conflict with the due dates for particular assignments, please contact the instructor immediately.

**FINAL NOTE:**
The tentative schedule is provided on Compass. Changes to the syllabus may be made to reflect the needs of the class. Any changes will be announced in class and/or on the course web site (Compass). It is the students’ responsibility to stay aware of any changes made.

FULL COURSE SCHEDULE:

Please find the full course schedule for BADM 310 online In Compass2g Course Information folder.